

Course Title ---- CTS 1261C
Syllabus Format
Florida Keys Community College

I. Course Information

Course Prefix/Number/Course: CTS 1261C Microsoft Excel
Credit Hours/Contact Hours: 3
Prerequisites for the course: None

II. Course Method

This course is designed as an independent study course that will focus on the completion of modules utilizing knowledge gained from instructor provided resources along with instructor support as needed.

III. Instructor Information

Instructor: Jeff Lynn
Email: Jeffrey.Lynn@fkcc.edu
Office Hours: Schedule in advance
Phone: 813-541-7271

IV. Description

A hands-on Microsoft Excel course that will expose students to all the basic tools needed to format, manipulate, and display data and text within workbooks.

V. College-level Competencies

Florida Keys Community College graduates who complete the core curriculum possess the knowledge, skills and values associated with college-educated individuals. Our graduates demonstrate mastery of competencies integrated within the academic disciplines, such as the ability to effectively communicate, seek creative solutions to problems, exhibit cultural awareness, and command basic technological skills.

1. **Communication:** Comprehend and articulate effectively – written and oral communication
2. **Critical thinking:** Demonstrate mastery of problem-solving skills in the discipline
3. **Diversity:** Interpret and evaluate societal and ethical issues, problems and values
4. **Technology:** Utilize technology effectively

VI. Course Calendar

1. The Course Calendar lists the learning activities and assessment measures that comprise this course on a **modular** basis. These activities and assessments are directly related to learning outcomes that support the overall course objectives. There are a total of 270 points that can be achieved during this

15-week course, with each week offering a total of 10 - 50 possible points. Students are able to gauge their performance according to this grading scale throughout the duration of the course. The “Student Assessment” column lists all of the assignments required by this course and their due dates. I strongly recommend you print this out and refer to it often.

2. Students are responsible for following the course calendar. Consult your calendar before you start a new chapter or section. (Note: Some sections may not be covered in the same order as in the text). If you ever have a question that begins with “When is ___”, the answer is probably already published in this Course Calendar. Looking here first will probably get you a quick answer to your question.

Module/Week	Learning Outcomes	Learning Activities	Student Assessments	Points
<i>Module/Week 1</i> Objective: Understand Microsoft Excel terminology	1. Identify basic cell references 2. Navigate the menu system	1. Work with cells, rows and columns 2. Open, save, and create new Excel workbooks	1. Performance Observation Due Date: 2. Performance Observation Due Date:	10
<i>Module/Week 2</i> Objective: Customize cell formatting	1. Assign proper cell formatting for data viewing and manipulation	1. Utilize the Format Cells tool to select cell, font, alignment, and border type	1. Performance Observation Due Date:	10
<i>Module/Week 3</i> Objective: Use Excel to solve basic problems	1. Create and solve basic mathematical problems in Excel without using formulas	1. Select and combine multiple cell values and apply basic mathematical signs to create and solve problems	1. Performance Observation Due Date:	10
<i>Module/Week 4</i> Objective: Use Excel to solve basic problems	1. Create and solve basic mathematical problems in Excel using formulas	1. Select and combine multiple cell values and apply basic Excel functions to solve problems	1. Performance Observation Due Date:	10
<i>Module/Week 5</i> Objective: Use Excel to solve advanced problems	1. Use IF statements to compare against cell values and apply outcome	1. Create IF statements to compare against numerical and text values	1. Performance Observation Due Date:	10
<i>Module/Week 6</i> Objective: Reinforce weeks 1 - 5	1. Apply knowledge learned to create a functional workbook	1. Complete exam	1. Exam 1 Due Date: End of Class	50
<i>Module/Week 7</i>	1. Use lists to provide cell values	1. Create custom lists using cell values or ad	1. Performance Observation	10

Objective: Facilitate Excel data entry and formatting	2. Format cells dynamically	hoc entries 2. Assign conditional formats against cell values to create dynamic cell formats	Due Date: 2. Performance Observation Due Date:	
<i>Module/Week 8</i> Objective: Present meaningful information from cell data	1. Analyze data from cells 2. Use visual aids for displaying information	1. Compile cell data into information using Pivot Tables 2. Select information and create bar graphs and pie charts	1. Performance Observation Due Date: 2. Performance Observation Due Date:	10
<i>Module/Week 9</i> Objective: Spice up Excel workbooks	1. Incorporate graphic files into Excel workbooks 2. Design custom Word Art	1. Import pictures from files and clip art galleries 2. Use Word Art to create text that stands out	1. Performance Observation Due Date: 2. Performance Observation Due Date:	10
<i>Module/Week 10</i> Objective: Reinforce weeks 1 - 9	1. Apply knowledge learned to create a functional workbook	1. Complete exam	1. Exam 2 Due Date: End of Class	50
<i>Module/Week 11</i> Objective: Turn data into information	1. Use Pivot Tables to display information	1. Use the wizard to select data fields and group information	1. Performance Observation Due Date:	10
<i>Module/Week 12</i> Objective: Use tools within Excel to facilitate document preparation	1. Use tools to support grammatical operations	1. Check and correct spelling and create custom dictionaries 2. Utilize the Find and Replace tool to quickly change words	1. Performance Observation Due Date: 2. Performance Observation Due Date:	10
<i>Module/Week 13</i> Objective: Customize Excel	1. Change options within Word to accommodate ease of use	1. Customize Excel by selecting settings within the Options tool	1. Performance Observation Due Date:	10
<i>Module/Week 14</i> Objective: Organize and format information in Excel	1. Utilize tables to group information and automate formatting	1. Create and format tables and add/remove columns and rows through the table ribbon options	1. Performance Observation Due Date:	10
<i>Module/Week 15</i>	1. Apply knowledge	1. Complete exam	1. Final Exam	50

Objective: Reinforce Weeks 11 - 14	learned to create a functional document		Due Date:	
---	---	--	------------------	--

VII. Materials

Students will be expected to have access to Microsoft Excel 2007 or newer, along with internet connectivity to support online resources.

VIII. Grading Scale (This is Standard Through Out the College)

The following grade scale will apply to this class:

A:	90 % or above	1200 – 1080 points
B:	80 - 90 %	960 – 1079 points
C:	70 - 80 %	840 - 959 points
D:	60 - 70 %	720 - 839 points
F:	below 60 %	below 720

IX. Class Policies

Late Work

Any assignment not submitted by the date and time specified in the Course Calendar is considered late, unless you have contacted me and I have approved an extension in advance.

Assignments will be accepted up to 5 days late unless you have contacted me and we have mutually agreed on an alternate submission date before the day that the assignment is due. Late will be assessed a late penalty equal to 25% of the total point value of the assignment. The penalty will be based on the date that the assignment is actually submitted.

The above policy does not apply to exams or any other assignment that may due during the Final Exam period. No assignments due during the last week of classes will be accepted late to allow me to submit the course grades to the college on time. **There will be no make-up exams or quizzes.**

Withdrawal Policy

Students may withdraw without academic penalty from any course by the established deadline published in the College’s calendar. This will result in a grade of 'W' for the course and will not count against the student's GPA.

Students will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student WILL NOT be permitted to withdraw in accordance with State of Florida regulations and will receive an earned grade for that course.

It is the responsibility of the student wishing to withdraw from the course to do so by the date published in the College Academic Calendar. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

Extra Credit Work

In general, I do not permit students to complete extra credit assignments to improve their grade. To earn the grade you desire, work hard all semester.

How Much Study Time You Should Expect To Devote To This Course

Most educators recommend that students spend 1-2 hours outside of class studying and completing assignments for every hour spent in class. For a typical 3 credit hour class, this translates into a total of 6-9 hours every week per course. This same guideline applies to online courses. You should expect to spend a total of 6-9 hours each week studying and completing assignments for each course you take.

This is a guideline. Some classes will require more time and effort than this guideline and some will require less, and the time any individual student will need to spend will vary. You should expect the study time you will need in any class will be toward the high side of the guideline until at least after the first exam or quiz. Then you can compare the effort you expended with the results you earned and make any adjustments necessary.

Academic Honesty & Plagiarism

Students are expected to respect and uphold the standards of honesty in submitting written work to instructors. Though occurring in many forms, plagiarism in essence involves the presentation of another person's work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of the offense. It is the student's responsibility to review the College's policy on Academic Honesty.

Collaboration and discussion is encouraged in all course aspects other than actually completing the assigned work (quizzes, exams, homework, projects, etc.). Indeed, collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, I encourage you to speak up and ask questions about it.

Plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. Copying text or images from any source and claiming it as your own is considered plagiarism. Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. I want to read YOUR words, not someone else's words. Using quoted text to support your answer will not usually be necessary in this class.

If I catch you in any form of academic dishonesty, you will receive a grade of zero for that assignment. If I catch you a second time, you will earn a failing grade for this class and be reported to the College.

Sources of Technical Assistance

If you are having any technical difficulties (e.g., logging in, accessing the discussion board, etc.) please contact the Office of Distance Learning helpline at 305-809-3177 Monday—Friday 8:00AM to 4:00PM or email your question to FKCC.helpdesk@online.fkcc.edu.

Special Needs

If you have any special needs or requirements pertaining to this course, please discuss them with the instructor early in the term. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office for Students with Disabilities at 305-809-3292 via email at: karla.malsheimer@fkcc.edu or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Sexual Predators

Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus, by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at www.fdle.state.fl.us/sexual_predators. If there are questions or concerns regarding personal safety, please contact the Campus Security Officer on your campus.

Copyright Notice

The materials and content provided in this course is intended only for registered Florida Keys Community College students who have paid their tuition and fees to attend this course. Materials that are affected include, but are not limited to, text, still images, audio recordings, video recordings, simulations, animations, diagrams, charts, and graphs. Every effort has been made to insure these materials are not disseminated to anyone beyond those who have legally registered for this course. Download, revision, or distribution of course material with anyone other than registered classmates and the instructor is strictly prohibited.

Class Contract

The Class Contract assignment is my method of ensuring you know what you should expect from me, and what I expect from you. By returning the Class Contract to me, you are acknowledging that you:

- a. Understand the policies detailed in this Syllabus.
- b. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.
- c. Understand that you will be held accountable to the standards published in this document.
- d. The Class Contract must be submitted via the drop box by the date published in the Course Calendar and Assessment Measures.

By signing my name I acknowledge the above.

Print Name: _____ Date: _____

Signature: _____